



## County of San Diego

1600 PACIFIC HIGHWAY, ROOM 335, SAN DIEGO, CA 92101

February 11, 2011

Dear Redistricting Advisory Committee Members:

Congratulations on your appointment to the County of San Diego 2011 Redistricting Advisory Committee. Your mission is, in general terms, to gather and consider public input, consider 2010 census data, and report back to the Board in mid-June 2011 with up to three recommended plans for adjusting the boundaries of the five supervisorial districts. Your duties are set forth more officially, and specifically, in the January 25, 2011 Board Letter, Resolution, Timeline and Redistricting Criteria – all of which are included in this Redistricting 2011 Notebook.

### **Redistricting 2011 Notebook**

This Redistricting 2011 Notebook ("Notebook") is provided to you in hard copy form. Its contents also will be available to you electronically at [www.sdcountry.ca.gov/redistricting](http://www.sdcountry.ca.gov/redistricting). The contents of this Notebook are public records, as are all the Committee's materials and communications, and the public will have the same "read-only" access to the electronic notebook contents as you do. Please review the Public Records Act materials in this Notebook carefully for more details.

This Notebook contains materials that are central to your mission, including the Board of Supervisors letters setting the 2011 redistricting process in motion, the Board Resolution establishing the Committee, Redistricting Criteria, Ralph M. Brown Act "open meeting law" materials, Public Records Act materials and other documents and links. Please see the Table of Contents for a more complete view.

This Notebook will occasionally refer to materials too voluminous to print. In such cases, there will be a placeholder sheet showing the link you would use to access those materials from the electronic files posted on the redistricting website.

You are welcome to insert materials into your own personal hard copy Notebook for your own convenience.

***Important Note*** – While you are free to insert whatever materials you like into your own Notebook, bear in mind that such materials may be subject to disclosure under the Public Records Act. The Public Records Act is construed broadly in favor of disclosure and narrowly when it comes to exemptions to disclosure. Please review the Public Records Act materials carefully.

This Notebook also contains some materials that are "prospective" at the time this Notebook is being prepared, e.g. the draft Committee Rules that you will be considering and adopting at your first meeting on February 23. In addition to finalizing the Committee Rules, there may be other occasions when it's necessary to update the Notebook. The Redistricting Team will apprise you of any updates.

### **The Redistricting Team**

The County of San Diego has committed significant resources to ensuring that you have the necessary logistical, technical, administrative and legal support to complete your redistricting report. To that end, the County has assigned the Redistricting Team ("Team") listed below, who in turn are backed up by their own respective departments. The Team includes:

Nicole Temple	Project Manager
Rich Grudman	Assistant Project Manager
Kaye Hobson	Finance Manager
Kim Hatfield	IT Manager
Nellie Munoz	Registrar of Voters Liaison
Andrew Potter	Clerk of the Board Liaison
Bill Pettingill	County Counsel Liaison
Mikel Haas	Executive Sponsor

The role of the Team may be correlated in very broad strokes to three general phases of the redistricting project:

- Pre-Committee preparation for the redistricting effort, including but not limited to logistics, scheduling, and assembly of redistricting materials (such as this Notebook) for the Committee.
- Support for the Committee during the Committee's public meeting process, including but not limited to assistance with census data, public input and preparation of draft redistricting plans and maps.
- Preparation of the final report to the Board of Supervisors in the form of a docketed Board Letter with up to three redistricting plans.

***Important Note*** – The Team's role in preparing redistricting plans, commonly referred to as "drawing maps," is strictly limited to carrying out the directives of the Committee. It is not the Team's role to "create" or "develop" maps.

### **Getting Started - Meetings**

This Notebook contains a proposed schedule of your meetings developed by the Team in consideration of the Board of Supervisors' timeline. The Team has scheduled the first meeting for February 23, 2011 at 9:00 am in Room 310 of the County

Administration Center at 1600 Pacific Highway, San Diego, 92101 and will set the agenda to get you started. When the first official agenda is completed, it will be sent to you and posted by the Clerk of the Board pursuant to the Brown Act.

The Clerk of the Board will call the first meeting to order and swear you in. You will select a chairperson, vice-chairperson and secretary. Also anticipated for the first meeting agenda are adopting the Committee's Rules of Procedure and a schedule, redistricting presentations from the Team, and public communication.

All meetings will be attended and recorded by the Clerk of the Board for purposes of the official record and preparation of the minutes and statements of proceedings. Additionally, the County Communications Office will record the meetings. All meeting materials and video will be posted on the website.

The Committee will, at some point in the series of meetings, be ready to direct the Team to draw up a map or maps. Experience has shown there will probably be a number of iterations of various drafts directed by your Committee over the course of the last few Committee meetings. The proposed Committee rules provide for a brief meeting recess after the Committee provides direction to the Team so the Team members can review the directions and make sure they understand them before the Committee adjourns.

***Important Note*** – As you are most certainly aware, the Committee is subject to the Brown Act. In general, all meetings involving more than two Committee members must be properly noticed and conducted in public. Please review the Brown Act materials in this Notebook carefully for more details.

### **Questions**

The proposed draft Rules suggest a standard procedure for posing questions to staff and counsel. However, you may have questions between receiving this Notebook and your first meeting. If you do, you may contact Nicole Temple by email at [redistricting2011@sdcounty.ca.gov](mailto:redistricting2011@sdcounty.ca.gov).

### **Conclusion**

Redistricting is an interesting, challenging and exhilarating exercise that occurs once every ten years. The Team looks forward to assisting you in your efforts.

Sincerely,

Mikel Haas  
Deputy Chief Administrative Officer  
Community Services Group